

Service Assignment Wizard

The Service Assignment Wizard allows users to assign services to their entire caseload in one place without having to go to each student’s profile individually. Here is how you can access the Service Assignment Wizard.

- First Click on **Wizards**
- Then select **Service Assignment Wizard** from the dropdown.



- You are provided a list of services. Choose the ones which will apply to students on your caseload. Next, click **Continue** at the bottom of the page.

▼ Select LEP Services

Service
<input type="checkbox"/> Transitional Bilingual Education
<input checked="" type="checkbox"/> ESL
<input type="checkbox"/> Pull-out ESL
<input checked="" type="checkbox"/> Content-based ESL
<input type="checkbox"/> Regular Education Program
<input type="checkbox"/> ESOL
<input checked="" type="checkbox"/> Sheltered English
<input type="checkbox"/> Structured Immersion
<input type="checkbox"/> Heritage Language
<input type="checkbox"/> Dual Language/Immersion

CONTINUE

- The next screen will show you your caseload. Here you can assign a service for each student or remove the service from a student. The first page will be for the first service you chose (e.g., ESL). Click **Add** to add the service to a student’s ILP, or choose **Inactivate** to remove the service from the student’s ILP.

▼ Select Students for ESL

	Student ID Name	Student Name	Gender	Date of Birth	Grade	LEP Status	LEP Code	Inactivate
Add <input type="checkbox"/>	IN00365	Sally Andretti	F	08/01/2008	4	RegularEd		
	KT02	Kathy Test	F	08/01/2000	12	RegularEd	EL	<input type="checkbox"/>
	TEST0000004	Assessment Test	M	08/01/2009	3	LEP	EL	<input type="checkbox"/>

Inactivating a service removes a service from the ILP being written that had been active on a previous ILP. This removes it from the ILP, but not from the student history.

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- Click **Next Service** to continue to the next service you chose (e.g., Content-Based ESL).

A green rectangular button with the text "NEXT SERVICE" in white, uppercase letters. The button has a subtle drop shadow and is centered horizontally.

NEXT SERVICE

- Repeat this assignment process for every service you chose on the first screen, moving through by clicking Next Service. Continue this process until you complete all the services, then click **Save**, which will save all of your changes.

A green rectangular button with the text "SAVE" in white, uppercase letters. The button has a subtle drop shadow and is centered horizontally.

SAVE